

PRELIMINARY FINANCIAL PROPOSAL FOR OVERALL WORK PLAN JANUARY 24, 2007

The proposed revisions to the planning program work plan require additional funding resources to pay for additional staff time, consulting services and additional costs not anticipated in the Planning Department's FY 2007 budget. The following two sections are the result of a *preliminary analysis* that break down the additional funding needs into FY 2007 and FY 2008 and beyond. These sections are then followed by narrative describing how additional funds may be secured. Shaded sections indicate that we are still working on refining our numbers. One of the major items not shaded is the cost of acquiring consulting services. We are fairly certain of the GIS resources needed, but we are still working out the costs of professional facilitation services.

FISCAL YEAR 2007 ADDITIONAL FUNDING NEEDS & RESOURCES

Item	Amount Needed	Potential Resource	Potential Amount
Salaries, Wages & Emp. Contribution for 1.0 FTE Planner I for 3 mos. (\$45,000-50,000/yr)	\$12,500	Raise administrative fees	TBD
Estimated consulting fees (GIS and partial facilitator)	\$15,000	Consultants (line 354), salaries & wages temp (line 112), purchased services (line 356)	\$14,270
Staff overtime	\$5,000 - \$10,000	Salaries & Wages +Emp contrib. (Lines 110 + 140)	\$11,400
Other associated costs (computer for new FTE, new phone, new work station, software, add'l mileage for staff and PB, public meeting costs, mapping supplies, etc.)	\$5,000	Potential savings out of various budget lines	\$1,500
Total	\$37,500-\$42,500		\$27,190

Deficit for FY 2007 = Approximately \$10,000 to \$15,310

Other FY 2007 Budget-Related Notes:

- Staff has recommended reallocating the purchased services funding from implementation of the OCR 3 plan to the countywide zoning project.
- A successful CDBG Planning Grant could be used match to our funds for the countywide zoning project costs, but the funds would not be available until July at the earliest. Other than donations, the only other "quick" money we know of is our reserve fund – appx. \$14,500. This money is intended to primarily fund capital-related expenses and should be utilized as a last resort.

- Staff is recommending allocating approximately \$5,000 in overtime (initial allocation) with maybe up to \$10,000 available this fiscal year for existing staff to help cover the current gap in funding for project review (projects in the works with fees paid under the old fee schedule), and to a lesser extent other planning projects. (The \$5,000 allocation is the equivalent of 4 planners each working 10 additional hours each week for approximately 5 weeks.)
- Motor pool/fuel related costs are likely to be higher than anticipated because of the billing cycles and cost of services (we just received July 17th billing that appeared to cover FY 06 costs).
- Planning Board mileage is higher than anticipated due to the number of board members claiming mileage for committee work related to countywide zoning and additional meetings for subdivision review and regulatory revisions.
- We are continuing for the second year to pay overtime for a portion subdivision exemption review. This is an ongoing cost and should not be covered by overtime. We do not have an immediate solution, but we will be working with the Clerk and Recorder's Office for the remainder of this fiscal year and into next fiscal year to train employees to complete the necessary research and gradually reduce the need for overtime.
- We are running out of space to house employees within our office.

FISCAL YEAR 2008 AND BEYOND ADDITIONAL FUNDING NEEDS & RESOURCES

Item	Amount Needed	Potential Resource	Potential Amount
Salaries, Wages & Emp. Contribution for 1.0 FTE Planner I	\$50,000	Raise administrative fees	\$50,000
Estimated consulting fees (GIS and partial facilitator)	\$15,000	Budget request and/or potential CDBG Planning Grant (\$15,000 max with 50% match)	\$15,000
Staff overtime for extensive meetings to create zoning map	\$5,000	Budget request and/or potential CDBG Planning Grant (\$15,000 max with 50% match)	\$5,000
Other associated costs (add'l mileage for staff and PB, public meeting costs, mapping supplies, printing, etc.)	\$3,000	Budget request and/or potential CDBG Planning Grant (\$15,000 max with 50% match)	\$3,000
Total	\$73,000		\$73,000

Other FY 2008 Budget-Related Notes:

- Approximately \$50,000 for the new Planner I would be an ongoing budget expense and the remaining \$23,000 are one time costs.
- We may be able to cover \$15,000 of the "one time" costs through a CDBG planning grant, which leaves approximately \$58,000 to fund for FY 2008. Staff is still researching this option to see if CDBG will fund a portion of a project that is already underway.

- It will take some re-evaluation and readjustment of the new fee schedule to get it to the point that we are covering the costs of subdivision review and therefore, the new FTE.

FURTHER DESCRIPTION OF POTENTIAL FUNDING RESOURCES

REALLOCATE EXISTING BUDGET RESOURCES - This funding would help pay for staff overtime for project review and high priority planning projects as well as help pay for consulting resources.

Snapshot of Potential Funding Sources within our Budget

Line	Object	Amount available	Notes
110	Salaries & wages	\$8,357	Savings between year to date committed (47%) and % of year (50%) = 3% of \$278,573 -use with caution to prevent deficit
112	Salaries & wages temp	\$2,770	Originally allocated for student assistant
140	Employer contribution	\$3,063	Savings between year to date committed and % of year-use with caution to prevent deficit
354	Consultants	\$1,500	
356	Purchased services	\$10,000	Originally allocated for OCR 3 implementation
	Total Additional Resources	\$25,690	

Lines 110 & 140 - There is not a lot of slack here and to prevent overspending of these lines, we recommend using a portion to pay for overtime for willing planners.

Lines 112, 354 and 356 – These lines could be shifted to help pay for consulting resources needed to complete the Countywide Zoning Project (primarily).

Capital Reserve Fund - \$14,578. We are hesitant to spend our relatively limited “savings”, but in the event that we cannot find some sort of match to pay for consulting resources for the Countywide Zoning Project, we may need to utilize a portion or all of our reserve funds.

RAISE ADMINISTRATIVE FEES FOR PROJECT REVIEW – This funding would primarily support hiring the staff needed for subdivision/project review.

SUBDIVISION ADMINISTRATION

Subdivision and subdivision exemption revenue is 43% of budget, which equates to 3.9 FTE, but according to our time analysis, the actual time spent on subdivision review (under old regulations) is approximately 4.7 FTE – **A difference of approximately one (1) FTE.**

The key differences between old and new regulations that relate to fees are that there is only one meeting/hearing, which will provide some relatively marginal time savings for both planning and administrative staff including removal of one shorter meeting and related minutes preparation and removal of preparation of one short update to staff report per subdivision.

To account for the deficit between the fees and the needed staffing, we need to do two things: (1) continue to review our processes to find opportunities for streamlining without reducing the quality of review and (2) **change our fees to reflect the true cost of services – we have developed a draft proposal that we are finalizing and proposing to forward for your consideration in the near future.**

Other options such as using consultants to review a portion of the project workload are under consideration.

ZONING ADMINISTRATION

In addition to subdivision review fees, we are now developing a fee schedule for zoning related project review. Initially this will cover interim-zoning related costs such as variances. Ultimately, with countywide zoning in place we will need to have fee schedules in place to support zoning administration and enforcement. This may happen sooner rather than later if the Commissioners decide to move forward with items such as a stream setback resolution

OTHER FUNDING SOURCES TO PURSUE

- both ongoing and one time options

Grant funding for the Countywide Zoning Project – Phase I - The best use of additional resources within our budget would be to use them to leverage additional funding resources, for example through a Community Development Block Grant – Planning Grant. (The timeline for CDBG planning grants is not optimal, but it could help later in the project if we are successful in our grant application. We apply in April and funding typically occurs around July.) Given the tight timeline, we need to consider other options such as obtaining donations through private sources and other grant opportunities. The general difficulty with this option is the need to press ahead with the Countywide zoning project in spite of the sometimes lengthy timelines involved in grant review.

Grant funding for other projects - Over the next few years, we may be able to secure additional grant resources to help support specific planning projects on our priority list, such as other phases of countywide zoning, modernization of the subdivision regulations, development of the open lands program, transportation planning, capital improvements planning, etc. The drawback of using soft money is that it is limited to pay for one-time costs, the timelines for application and disbursement of funds often do not match well with an established work program, and our department has limited additional resources available to “spend” on researching resources and developing and shopping applications to various potential funding sources.

Planning Levy and Donations- Given the citizen vote on the interim zoning, this county may want to consider forwarding a levy to the voters, which could provide for long term funding of the planning program. Donations are another potential one-time supplemental resource that have been suggested by interested members of the public.

Other –

- A few of our legislators have specifically expressed support for a one time allocation from the budget surplus to counties, with enhancement for fast growing counties, to help support planning efforts. Rep. Gary Maclaren indicated to staff that he has introduced a bill in the House, but he seemed skeptical that it would make it through the Legislature.
- Senate Bill 201 encourages enhanced planning programs and it provides for communities to adopt additional fees to be collected during subdivision review to help pay for proactive planning. There are some issues with this bill, but this type of funding option has not often been forthcoming with planning-related legislation.
- The Department of Commerce is proposing to re-create a community technical assistance program for local government planning programs. Depending on the outcome and how such a program is set up, this could provide for some cost-savings to local planning programs for items such as legal assistance, model planning tools/documents, etc.